



## United States Court of Appeals for the Sixth Circuit

### CHIEF DEPUTY STAFF ATTORNEY

Cincinnati, OH Full-Time

\$156,171 – \$183,300\*

#### About the Court

The United States Court of Appeals for the Sixth Circuit is one of twelve regional federal appellate courts. Circuit courts hear appeals from federal district courts and review decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

#### About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, Cincinnati has old city charm with 21st century vision. We enjoy a diverse and energetic population that is transforming the area into one of the country's top places to live. Explore our remarkable city at [www.cincinnati-chamber.com](http://www.cincinnati-chamber.com) and check out our awards at [www.cincyusa.com](http://www.cincyusa.com).

The Office of the Staff Attorneys, United States Court of Appeals for the Sixth Circuit, is seeking a Chief Deputy Staff Attorney to serve in an executive role as the Senior Staff Attorney's second-in-command.

#### Office of the Staff Attorneys

The Staff Attorneys Office is the court's central legal staff, comprising approximately thirty-five attorneys and administrative personnel.

The principal responsibility of the office is to recommend to the court the disposition of appeals that are decided without oral argument, as well as certain substantive motions. Staff attorneys conduct legal research, prepare legal memoranda, and draft proposed orders and opinions. Staff attorney work can involve any area of the law, but it principally focuses on prisoner civil rights, habeas corpus, criminal law (including the United States Sentencing Guidelines), immigration, employment discrimination, and other pro se litigation.

#### Chief Deputy Staff Attorney

The Chief Deputy Staff Attorney will act as the deputy court unit executive, working directly with the Senior Staff Attorney to manage and lead the office. Responsibilities include advising and assisting the Senior Staff Attorney in all aspects of the operations of the office, such as long-range strategic planning, human resource management, budgeting and procurement, statistical reporting, and records management. The Chief Deputy Staff Attorney will closely monitor and report on legal developments; respond to questions from judges, chambers staff, and other court personnel; participate in the recruitment and selection of staff attorneys; and assist in the development and implementation of office policies and procedures. The Chief Deputy Staff Attorney will also supervise individual staff attorneys. Supervisory duties include substantive and technical review of attorneys' written work, training of new staff attorneys, development of attorneys' professional skills, assignment of work, monitoring of its timely completion, and evaluation of attorneys' performance. The Chief Deputy Staff Attorney will have full administrative responsibility for the office in the Senior Staff Attorney's absence.

## Qualifications

**Required:** A Juris Doctor degree from an accredited law school. Membership in good standing in the bar of a state, a U.S. territory, or the District of Columbia. At least seven years of experience in the practice of law, legal research and writing, or legal administration, and at least three years of substantial managerial or supervisory responsibility. Expertise in federal appellate, civil, and criminal procedure, as well as significant understanding of relevant federal substantive law. Superior analytical, research, writing, editing, and oral communication skills. Outstanding interpersonal, collaborative, and leadership abilities.

**Preferred:** Relevant experience in a federal court or government agency. Specialized education or training in court administration or financial management.

## Total Rewards and Work/Life Balance

The Sixth Circuit Staff Attorneys Office offers a collegial, collaborative work environment.

**Compensation:** \$156,171 – \$183,300 (JSP 16) (\*Salary commensurate with qualifications)

**Benefits:** Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

**Work/Life:** Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

We encourage you to visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits) to learn more about the Judiciary's benefits

## How to Apply

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties described above and how you learned of the position, and (2) a current resume, to the Director of Human Resources at: [ca06-humanresources@ca6.uscourts.gov](mailto:ca06-humanresources@ca6.uscourts.gov). Position is open until filled; preference is given to applications received by **April 16, 2021**.

Interviews will be conducted on a virtual platform.

## Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments and may be terminated with or without cause by the Court. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the investigation. This position is subject to updated background investigations every five years. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers).

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.